

**VIRGINIA DEQ REGISTRATION STATEMENT  
GENERAL VPDES PERMIT FOR DOMESTIC SEWAGE DISCHARGES OF  
LESS THAN OR EQUAL TO 1,000 GALLONS PER DAY**

*Please Type or Print All Information*

1. Name of Facility/Residence \_\_\_\_\_

Address of Facility \_\_\_\_\_  
Street City State Zip

2. Facility owner(s) \_\_\_\_\_

Last Name First Name M.I.

\_\_\_\_\_  
Last Name First Name M.I.

Address of Owner \_\_\_\_\_  
Street City State Zip

Phone Number(s) \_\_\_\_\_  
Home Work

Is or will the owner be the occupant of the facility? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Name of water body receiving the discharge \_\_\_\_\_

Is the discharge point on a stream that usually flows during dry weather? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Amount of discharge (gallons per day) on a monthly average \_\_\_\_\_

5. Are any pollutants other than domestic sewage to be discharged? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

6. Are central sewage facilities available to this facility? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Does this facility currently have a VPDES permit? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide permit number \_\_\_\_\_

Has the facility been built and begun discharge? Yes \_\_\_\_\_ No \_\_\_\_\_

8. The owner of any proposed treatment works or any treatment works which has not previously been issued a valid VPDES permit must submit the following attachments with this registration statement:

a. A topographic map which indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, and other water bodies, or downstream residences within ½ mile downstream from the discharge;

b. A site diagram of the existing or proposed sewage treatment works, including the property boundaries, the location of the facility/residence to be served, the individual sewage treatment units, the receiving water body, and the discharge line location;

c. A notification from the Virginia Department of Health that an onsite sewage disposal system permit has been applied for and that the Virginia Department of Health has determined that there is no technology available to serve that parcel of land with an onsite system; and

9. Has a valid maintenance contract been obtained by the owner of any existing treatment works?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the name of the contract provider \_\_\_\_\_

and the expiration date of the current contract \_\_\_\_\_

If no, has an exception to the maintenance contract been requested and granted in accordance with Item 10 below? Yes \_\_\_\_\_ No \_\_\_\_\_

A valid maintenance contract shall provide for the following:

a. Performance of all testing required in accordance with 9 VAC 25-110-80, Part I A and periodic inspections of the treatment works;

- b. A written notification to the owner within 24 hours whenever the contract provider becomes aware that maintenance or repair of the owner's treatment works is necessary. The owner is responsible for prompt maintenance and repair of the treatment works including all costs associated with the maintenance and repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated in the dwelling if full and complete repairs cannot be accomplished within 48 hours;
  - c. A log of the following items will be maintained by the contract provider:
    - (1) Results of all tests and sampling;
    - (2) Alarm activation incidents;
    - (3) Maintenance, corrective, or repair activities performed;
    - (4) Recommended repair or replacement items; and
    - (5) Copies of all reports prepared by the contract provider.
  - d. An inspection will be conducted by the contract provider within 48 hours after notification by the owner that a problem may be occurring; and
  - e. A minimum of twenty-four months of consecutive coverage under the maintenance contract.
10. The owner of any existing treatment works may request an exception to the maintenance contract requirement by submitting an Operation and Maintenance Plan to the DEQ for review and approval. Has an Operation and Maintenance Plan been approved by the DEQ previously? Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, provide the date of approval of the Operation and Maintenance Plan \_\_\_\_\_
- Has any changes been made to the Operation and Maintenance Plan? Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, explain the changes \_\_\_\_\_
- At a minimum, the Operation and Maintenance Plan shall contain the following information:
- a. An up-to-date Operation and Maintenance Manual for the treatment works;
  - b. A log of maintenance performed on the plant, including, but not limited to, the following:
    - (1) The date and amount of disinfection chemicals added to the chlorinator.
    - (2) If dechlorination is used, the date and amount of any dechlorination chemicals that are added.
    - (3) The date and time of equipment failure(s) and the date and time the equipment was restored to service.
    - (4) The date and approximate volume of sludge removed;
  - c. Dated receipts for chemicals purchased, equipment purchased, and maintenance performed; and
  - d. An effluent monitoring plan in accordance with the requirements of 9 VAC 25-110-80 Part I A, including all sample collection, preservation, and analysis procedures.
11. **Certification:** "I hereby grant to duly authorized agents of the Department of Environmental Quality, upon presentation of credentials, permission to enter the property where the treatment works is located for the purpose of determining compliance with or the suitability of coverage under the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

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**For Department of Environmental Quality Use Only**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Basin \_\_\_\_\_ Subbasin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_  
 Special Standards \_\_\_\_\_

**REGISTRATION STATEMENT INSTRUCTIONS  
GENERAL VPDES PERMIT FOR DOMESTIC SEWAGE DISCHARGES OF  
LESS THAN OR EQUAL TO 1,000 GALLONS PER DAY**

**General**

A Registration Statement must be submitted by the owner of a domestic sewage discharge with a design flow of less than or equal to 1,000 gallons per day on a monthly average basis, requesting coverage under this general permit. Contact the nearest DEQ regional office if you have questions about filing this form.

**Section 1 Facility Information**

Provide the name and address of the facility/residence.

**Section 2 Owner Information**

Provide the name(s), mailing address and telephone number(s) of the owner(s) of the facility. Indicate if the owner is the occupant of the facility.

**Section 3 Receiving Water Information**

Provide the name of the water body that receives the discharge. Indicate if the receiving water flows during dry weather.

**Section 4 Discharge Quantity**

Provide amount of discharge in gallons per day on a monthly average.

**Section 5 Other Pollutants**

Indicate if any pollutants other than domestic sewage are discharged from this facility. Provide further explanation if applicable.

**Section 6 Central Sewage Facilities**

Indicate if central sewage facilities are available to this facility.

**Section 7 VPDES Permit Information**

Indicate if this facility is currently covered under any VPDES permit. Provide the permit number if applicable. Also indicate if this facility has been built and begun discharge.

**Section 8 Proposed Facility or Any Existing Facility That Has Never Been Covered Under A VPDES Permit**

Item a. Map should be legible and of sufficient scale to show the required features clearly marked.

Item b. A site diagram should be legible to show the proposed or existing treatment works. Identify individual treatment units and other required features.

Item c. Contact the respective local health department and obtain the required notification.

**Section 9 Maintenance Contract Requirements**

For any existing treatment works, the owner must indicate either if a valid maintenance contract has been obtained, or if an exception to the maintenance contract has been requested and granted. If a valid maintenance contract has been obtained, provide the name of the contract provider and the expiration date of the current contract. For proposed treatment works, the owner must submit a copy of a valid maintenance contract prior to operation unless an exception has been requested and granted in accordance with Section 10 below.

**Section 10 Operation and Maintenance Plan**

In lieu of obtaining a maintenance contract per Section 9 above, the owner of any existing treatment works may submit an Operation and Maintenance Plan with the Registration Statement to the DEQ for review and approval. If an Operation and Maintenance Plan has been approved by the DEQ previously and remains current and complete, then it does not need to be resubmitted. In such case, indicate the date of approval. If changes have been made to the previously approved Operation and Maintenance Plan, explain the changes. The Plan must meet all specified requirements. For proposed treatment works, the owner must submit the Operation and Maintenance Plan to and receive an approval from the DEQ prior to operation.

**Section 11 Certification**

The certification must bear an original signature in ink; photocopies are not acceptable. State statutes provide for severe penalties for submitting false information on this Registration Statement. Generally, the Registration Statement should be signed by the property owner. State regulations require this Registration Statement to be signed as follows:

- (1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.